



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE

1. Agency Address

Application Date

Georgia Dept. of Public Safety
P. O. Box 1456
Atlanta, Georgia 30371

Application Number

FOR RECORDS MANAGEMENT USE

Application Number

73-547-A

Date Received

Date Completed

DEC 13 1982

JAN 24 1983

2. Person to Contact

Lt. David Fielding

Working Title

Assistant Adjutant

Telephone Number

656-6082

3. Action Requested

- a. ☐ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☒ Amend Application No. 73-547 Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series

Earliest Latest

5. Records Series Title (followed by title used in office; if different)

Law Enforcement Complaint File

6. Division and Office Function

What is the function of the Division and the Office in which this record series is created?

The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, requires un-insured motorists to show financial responsibilities upon involved in an accident. Supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

7. Record Series Description

This file contains the following documents (include form numbers and titles, if any):
Attach samples of the file.

Documents relating to: Complaints regarding law enforcement in Georgia.

Included are: Complaint letters regarding speed traps, unfair treatment by Police Officers, etc., investigation reports, if one was conducted, and reply to complainant.

File is arranged: Alphabetically by County and or by town.

8. Monthly Reference Rate

How often are records referred to which are:

One to six months old occasionally; seven to twelve months old seldom; Thirteen to twenty-four months old none;
twenty-five months and older none?

9. Annual Rate of Accumulation of Records

Letter-size drawers X; Legal-size drawers ; Shelves ; Other (specify)

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | one _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal year; ☐ Other one (1) then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area, hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- * ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

*Except for complaints that were investigated, transfer to State Archives for permanent retention.

(☒) Concur
() Con

St. W. D. Friedman
Assistant Adjutant

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<u>St. W. D. Friedman</u>	<u>9 Dec. 82</u>	<u>Lee Wilton CRM</u>	<u>12/10/82</u>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <u>Robert H. Small</u>	<u>1-19-83</u>
		Secretary of State/Designee <u>Edward Weedon</u>	<u>1/16/83</u>
		Attorney General/Designee <u>Ed. Meyer</u>	<u>1-19-83</u>



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-9		Date Received NOV 1 1973	Application No. 73-547
3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Georgia State Patrol - Administrative Unit P.O. Box 1456 Atlanta, Georgia 30301		4. Person to Contact Nancy Hyatt	Date Completed NOV 14 1973
		5. Working Title Stenographer	6. Tab No. 6083

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series

1961 - present

9. Exact Series Title

Law Enforcement Complaint File

10. What is the function of the office in which this record series is created

The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property, to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, requires un-insured motorists to show financial responsibilities upon involved in an accident. Supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to complaints regarding law enforcement in Georgia. Included are complaint letters regarding speed traps, unfair treatment by Police Officers, etc., investigative reports if one was conducted, and reply to complainant. File arranged alphabetically by county and/or town.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	2 & 3/4	4.13		1/2	.75		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				2	1	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency? <small>Small portion in Commissioner's office.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Does the series contain classified information requiring security handling? <small>Confidential - Available to Commanding Officer and Adjutant only (Administrative Decision).</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Does the series initiate, amend or terminate agency policies and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Has the Federal Government issued instructions governing retention/disposition of these files?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Will there be a need for these records 10, 15 years from now? If yes, what? <small>When an investigation is ordered by the Governor on any law enforcement agency all</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
24. <small>Complaints must be submitted to him to enable him to make the appropriate decision.</small> REQUIREMENTS. The following requires the files to be kept <u>indefinite</u> years: <small>Historical value.</small>		
a. <input type="checkbox"/> STATE LAW b. <input type="checkbox"/> STATUTE OF LIMITATION c. <input type="checkbox"/> AUDIT PERIOD d. <input type="checkbox"/> FEDERAL LAW e. <input type="checkbox"/> ADMINISTRATIVE DECISION f. <input checked="" type="checkbox"/> HISTORICAL VALUE <small>(Cite Law, Statute, or other reason for the retention requirement)</small>		

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-☒ CALENDAR YEAR -☐ FISCAL YEAR -☐ Other then:

☒ Hold in the current files area _____ month(s)/ 3 (three) year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):

☐ Destroy.

☒ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☐ Other: (Specify)

(☒) concur () nonconcur

W. H. Harrison
Commanding Officer

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series		Record Management Officer		Date <u>10/30/73</u>
26. Recommendations	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Head of Agency/Designee	<u>William H. Harrison</u>	Date <u>10/30/73</u>
in Paragraph	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Audits/Designee	<u>William H. Harrison</u>	Date <u>11-8-73</u>
25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Secretary of State/Designee	<u>Carol Hest</u>	Date <u>11-7-73</u>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Department of Law/Designee	<u>Robert H. Hest</u>	Date <u>11-13-73</u>